



Account Specialist II

Details

Job ID : 255

Title : Account Specialist II

Job Code : 608

Salary : \$1,909.00 (Monthly)

Grade : 6

Tenured : YES

Job Departments

- Administrative Services - Accounting, Purchasing, Printshop, Reception

Purpose

RESPONSIBLE FOR PROCESSING PAYMENTS FOR ALL GOODS AND SERVICES PURCHASED BY THE COURT OF JUSTICE.

Required Qualifications

Education : High School Graduate or GED

Education Substitute : None

Experience : 3 Years of Related Experience

Job Required Knowledge

- 3 YEARS OF RELATED EXPERIENCE MUST BE AS ACCOUNT SPECIALIST I

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- COMMUNICATION SKILLS

Job Preferred Knowledge

- COURT SYSTEM EXPERIENCE

Job Duties

- ROUTING INVOICES FOR PAYMENT AUTHORIZATION
- AUDITING TRAVEL VOUCHERS AND INVOICES FOR ACCURACY AND COMPLIANCE
- ENSURING CORRECT CODING INFORMATION
- MAINTAINING DATABASE INFORMATION AS REQUIRED
- MAINTAINING HARD COPY FILES OF ALL PAYMENT DOCUMENTS
- PROCESSING PAYMENTS IN THE EMARS APPLICATION
- OTHER DUTIES AS ASSIGNED